

JOB OPPORTUNITY

Job Opportunity Bulletin:	#06-245
Final Filing Date:	05/15/07 or Until Filled

Position:	Salary:	Location:
Program Technician II Office Technician (G)	\$2,551- \$3,103 \$2,551- \$3,103	Office of Statewide Health Planning & Development Facilities Development Division 1831 Ninth Street Sacramento, CA. 95814

General Statement: The Program Technician II (PT II)/Office Technician (G) will initiate, monitor, and close projects in accordance with Title 24, Part 1, California Code of Regulations (CCR); provide specific information to Office of Statewide Health Planning and Development (OSHPD) staff, applicants, the public and other governmental agencies regarding technical program requirements and statutes pertaining to the construction of healthcare facilities; and provide support for a specific geographic region.

Duties:

- Monitor and close projects in accordance with Title 24, Part 1, California Code of Regulations (CCR). Set up triage, tag and mail out plans and/or documents pertaining to field reviews and post approval documents.
- Input, update and maintain information in the Project Logbook Database System – Project Tracking Module.
- Prepare necessary form letters and/or original correspondence required for field review projects.
- Process all field generated documents and prepare Building Permits for signature by the Regional Compliance Officer.
- Initiate and monitor projects in accordance with Title 24, Part 1, CCR and the Division's policies and procedures.
- Set up triage, open, date stamp, and evaluate incoming plans and documents related to healthcare facility construction to determine completeness and compliance with Title 24, Part 1, CCR.
- Generate Inspector of Record project assignment reports for the Regional Compliance Officer.
- Type, proofread, and edit documents pertaining to field activities for the Regional Compliance Officer and field staff.
- Generate and mail bi-monthly field staff reports and field observation activity reports.
- Update daily Project Logbook Report.

Desirable Qualifications:

- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management, professional staff and the public.
- Good organizational skills.
- Ability to work independently.
- Knowledge of Microsoft Office Suite.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHPD - Facilities Development Division
Attention: FDD Personnel (**Job #06-245**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Vivian Chu at (916) 654-2072.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

